



MAIN STREET
PRESERVATION TRUST



2023

Facade Enhancement and Interior Improvement Grant Program

Provided by



Main Street Preservation Trust's Facade Enhancement & Interior Improvement Grant Program invites Gloucester Village business and building owners to apply for matching funds toward building enhancement projects. Improvements made to individual commercial properties enhance the entire Main Street business district, building upon the investments already made in the Village's streetscape.

SINCE 2011, MAIN STREET PRESERVATION TRUST HAS AWARDED OVER \$775,461 TO 37 PROJECTS THROUGH THIS GRANT PROGRAM

The vision of this program is a vibrant, revitalized, visually-appealing downtown with historic structures that have been preserved and adapted to modern-day usage. This program is intended to pair financial resources with local mentors on restoration of historic properties, facade improvement, interior improvement, business enhancement, and design for awardees of Trust funding.

All applications are reviewed and vetted for funding by the Main Street Preservation Trust Design Committee. Final approval of awards is thanks to the Main Street Preservation Trust Board of Trustees, at the recommendation of the Design Committee.



HIGHLIGHTED INFORMATION FOR GRANT APPLICANTS

- Incomplete applications and applications submitted after the deadline will not be considered for funding
- An applicant may be awarded only (1) grant per project/property per grant cycle
- The Gloucester Village Main Street area is defined as Main Street between Courthouse Square and the Main Street Center
- All funded projects must be in compliance with the Gloucester Village Main Street Design Guidelines, available on the Main Street Preservation Trust's website
- All grant funds are provided upon reimbursement only at the completion of each project
- In-kind donations of materials or services cannot be submitted for matching funds. All goods and services must be purchased from established suppliers or rendered by professional service providers.



APPLICATION MATERIALS

- Full grant application, with required signatures, and all forms. Incomplete grant applications will not be considered.
- Full project budget, detailing 50% matching funding request, and quotes for proposed work from appropriately licensed contractor, professional services, etc.
- Before photos, renderings, and visual references of intended projects



EVALUATION CRITERIA

- Completeness of the proposed project (Does the project proposal address the issues of the building or site?)
- Condition of the building or site
- Consistency with the Gloucester Main Street Design Guidelines
- Potential contribution to the revitalization of the Main Street business district

Each application will be reviewed in stride alongside other applications in a grant cycle. Based on the above criteria, and others as decided by the Design Committee, including the volume of funds requested from the pool of proposed projects, the Main Street Preservation Trust reserves the right to award or deny funds to any applicant for any reason.



FINAL REPORTING & REIMBURSEMENT

Successful applicants will be asked to submit a final status report which will include a narrative and financial expenditure overview as well as photographic evidence of before and after work. All completed projects, prior to reimbursement, will also be inspected by members of the Main Street Preservation Trust Design Committee to verify project completion is in compliance with the approved project.

Funded projects will be expected to maintain supporting financial documentation of grant expenditures for three years beyond the close of the grant. All receipts and final, paid invoices will be requested to approve reimbursement in the amount awarded upon completion of the project.



GRANT TYPE	GRANT AMOUNT	ELIGIBLE APPLICANTS	ELIGIBLE PROJECTS	
FACADE ENHANCEMENT	\$1:\$1 matching funds of up to \$20,000	Commercial property owners and/or business owners in the Gloucester Main Street area	<ul style="list-style-type: none"> • Painting and siding, including cornice, roof and decorative features • Brick maintenance • Repair or replacement of exterior windows, doors, shutters, and storefronts • New or replacement awnings and exterior lighting 	<ul style="list-style-type: none"> • New or replacement commercial signage • Installation of or improvements to site elements such as retaining walls, walks, steps, ramps, landscaping, and parking
INTERIOR IMPROVEMENT	\$1:\$1 matching funds of up to \$15,000	Commercial property owners and/or business owners in the Gloucester Main Street area	<ul style="list-style-type: none"> • Restoration of interior, historic features • Plumbing, HVAC, mechanical, & electrical • Flooring • Windows/doors 	<ul style="list-style-type: none"> • Lighting fixtures • Painting/drywall • Safety Upgrades (sprinklers, fire alarms, etc.)

Note: The costs associated with preparing for an application, if any, are the responsibility of the applicant. Main Street Preservation Trust bears no responsibility for costs associated with a grant application, regardless of award status.

2023 Facade & Interior Grant Application

For applications to be considered complete, and thus reviewed by the Main Street Preservation Trust Design Committee, all requested information must be submitted in full.

DEADLINES

- Grant Applications Due: First Friday of March at 3 p.m.
- Notice of Award: First Friday of April, via email
- Final Grant Reports Due: November 1st at 3 p.m.
- Final Project Inspections by Main Street Preservation Trust Design Committee: No later than November 30th, scheduled at the availability of the grantee and Design Committee
- Grant Reimbursements Processed by: Second Thursday in December

APPLICATION INFORMATION

1. Applicant Full Name

2. Applicant Email Address

3. Applicant Daytime Phone Number

4. Are you a:
 Business Owner/Tenant Property Owner Both
5. Tax Payer ID# _____
6. Name of property owner, if different from applicant:

7. Property Owner Contact Information, if different from above: _____

8. Address of Building/Site of Proposed Project

9. Type of improvement proposed::
 Facade Enhancement Interior Improvement
10. List of Current Tenants: _____

11. Is your business a member of the Gloucester Main Street Association? Yes No
To receive a grant, membership is a requirement.

FACADE IMPROVEMENTS *(includes landscaping)*

1. Total Cost Of Improvements: _____
2. Grant Amount Requested *(50% of cost up to \$20,000)*:

3. Source of Matching Funding:

4. Has Funding Been Secured?: _____

INTERIOR IMPROVEMENTS

1. Total Cost Of Improvements: _____
2. Grant Amount Requested *(50% of cost up to \$10,000 or \$15,000 if Board approves)*: _____
3. Source of Matching Funding:

4. Has Funding Been Secured?: _____

(Please note that "in-kind" donations may not be submitted for reimbursement)



SUBMISSION OF FINAL GRANT APPLICATION MATERIALS:

Please submit the following information in the order listed below by **3 p.m. on the first Friday in March** to the Main Street Preservation Trust office at 6882G Main Street. Please provide eight copies, with each held by a binder clip in the top left corner. Failure to submit in this manner may remove your application from consideration.

- A. 8 1/2 x 11 sheet of paper with typed name of business, address, contact name for project, phone number, and email address in no less than 16 font.
- B. This grant application with all information filled in and signed.
- C. Written summary of the proposed scope of work.
- D. Photographs clearly showing the existing condition of the building to be improved.
- E. Two cost estimates provided by an appropriately licensed contractor.
- F. Exact samples of paint, colors, materials, etc., being proposed.
- G. The property owner's written approval, if applicant is not the property owner.
- H. All required permits, where applicable.
- I. Copy of a lease valid for a minimum of one year, if applicant is not the property owner.
- J. W-9 Form
- K. Thriving Main Street communities depend on involvement and engagement by all businesses, property owners, and residents. Please explain how you and your business plan to be a part of the Main Street program and what impact this grant will have on your business goals. Please do not exceed 500 words.
- L. Please list the date(s) on which you attended the informational meetings regarding the grant program:

I understand that in order for my request for a facade and/or interior improvement grant to be approved, I must agree to work with the Design Committee and follow the Gloucester Village Main Street Design Guideline for Facade & Interior Grants. I understand that the Facade & Interior Grants program is a competitive award process and that submission of this application does not guarantee funding. I also understand that monies are granted on a reimbursement basis following completion of work and approval by the Design Committee. I also understand that any changes made to the project after the grant approval which have not been approved by the Design Review Committee will not be eligible for funding and may disqualify the entire project for the grant funding. I also certify that if I am a tenant of the aforementioned property, that I have obtained authorization from the property owner to complete the project.

Name of Project: _____

Signature of Applicant: _____ **Date:** _____

Signature of Owner: _____ **Date:** _____
(if different from Applicant)